

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JULY 18, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:15 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, JULY 16, 2002

MOTION: Stevens moved and Campbell seconded approval of the Staff Meeting minutes of July 16, 2002. Stevens, Hudkins, Workman and Campbell voted aye. Heier was absent from voting. Motion carried.

Heier arrived at 8:18 a.m.

2 ADDITIONS TO THE AGENDA

A. Region V

MOTION: Heier moved and Campbell seconded approval of the addition to the agenda. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

A. Meeting with Union Representatives - Workman

Workman said the budget shortfall and possible solutions were discussed (Exhibit A). He said there is concern that an impingement on pay raises for Corrections and the Sheriff's Office would impact staffing and hiring.

Hudkins said he is concerned that the American Federation of State, County & Municipal Employees (AFSCME) is being asked to make concessions that unions representing those two departments are not.

Heier said overtime is a crucial issue for the Sheriff's Department.

Campbell said directors should be asked whether increasing front-line staff would help to cut overtime expenses.

Stevens suggested utilizing qualified temporary employees, such as retirees, to fill vacancies.

B. Public Building Commission - Campbell, Hudkins

Campbell said the Master Plan was discussed.

C. Budget Monitoring Committee - Campbell, Stevens

Campbell said Dave Kroeker, Budget and Fiscal Officer, gave a presentation on the budget.

D. Monthly Meeting with Mayor Wesely - Workman, Heier

Heier said discussion focused on the gas tax and the Mayor's proposal for a 2% increase in the lodging tax to pay for capital improvements.

E. Families First & Foremost (F³) - Heier

See Item 2.

F. Families First & Foremost (F³) Finance Committee - Stevens

Stevens said he met with Sheryl Schrepf, Juvenile Mental Health Director, to discuss financial issues. He said the Families First & Foremost (F³) Grant will pick up some service costs from the County.

G. Visitors Promotion Advisory Committee - Workman

Workman reported a recommendation to grant a Contingency Fund request (see Item 10B). He also reported that there are two proposals for the Lincoln Convention & Visitors Bureau (CVB) contract.

4 SPECIAL SESSION - Gordon Kissel, Legislative Consultant

Gordon Kissel, Legislative Consultant, said the Nebraska Economic Forecasting Advisory Board will make its predictions later in the day about the State's economic situation. He said the Governor will then meet with staff to decide budget cuts. Kissel said anticipated areas are the University of Nebraska, state colleges, Medicaid, Nebraska Department of Corrections and "Kids Connection" (state insurance program for uninsured children).

Campbell noted the potential impact to Lancaster Manor (reduction in Medicaid reimbursements) and suggested that the County coordinate with the Nebraska Healthcare Association and other groups on the Medicaid issue.

Board consensus was to request a meeting with the Governor before he submits his budget cut recommendations to the Nebraska Legislature, with the County represented by the Chair; Commissioner Hudkins; Dean Settle, Community Mental Health Center Director; and Larry Van Hunnik, Lancaster Manor Administrator.

ADDITIONS TO THE AGENDA

A. Region V

Heier recommended that the Board send a letter to Governor Johanns, with a copy to Ron Ross, Nebraska Department of Health & Human Services Director, expressing concerns with regards to Region V (Exhibit B), and attaching letters received from the providers, minutes of a January 18, 2002 meeting of providers, and a history of County's relationship with Region V from 1985 to present.

5 COUNTY WELLNESS PROGRAM; USE OF RECREATIONAL EQUIPMENT BY JUVENILE DETENTION STAFF - Sue Eckley, Workers' Compensation & Risk Management Manager; Lisa Henning, WorkWell Executive Director; Dennis Banks, Lancaster County Juvenile Detention Center Director; Diane Staab, Deputy County Attorney

County Wellness Program

Lisa Henning, WorkWell Executive Director, distributed *Benefits of WorkWell Membership* (Exhibit C). She also reviewed the job description for Lancaster County Wellness Team members, a program timeline and flow chart (see agenda packet).

Sue Eckley, Workers' Compensation & Risk Management Manager, recommended that the County separate from the City for wellness activities.

In response to a question from Campbell, Eckley said wellness activities will fit within the budget of \$7,500.

MOTION: Campbell moved and Hudkins seconded to approve the County Wellness Program. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

Use of Recreational Equipment by Juvenile Detention Staff

Dennis Banks, Lancaster County Juvenile Detention Center Director, said he has requested a County Attorney's opinion with regards to whether off-duty Juvenile Detention Center staff can use the facility's exercise equipment and gymnasium. He said the use would not interfere with that of youth in the facility.

Diane Staab, Deputy County Attorney, said there would be liability exposure by allowing such use. She suggested that posted rules and instruction in use of the equipment be required.

Campbell said she is concerned whether such a policy would be fair to other county employees. She said she is also concerned with how juveniles in the facility would regard the practice and whether it would be seen as competition with private enterprise.

Staab said the County would benefit by having more physically fit staff. She noted that the Lincoln Police Department and Sheriff's Department provide exercise equipment for their staff and view the benefits as outweighing the risk.

The Board asked Staab to draft policies for the Board's review.

6 NORTHEAST SENIOR CENTER - Gina Dunning, Lincoln Area Agency on Aging Administrator; Deb Peck, Administrator of Community Activities & Services

Gina Dunning, Lincoln Area Agency on Aging Administrator, presented a project summary and justification for the Northeast Aging Services Center expansion (Exhibit D), noting that the County's share of funding is \$225,000 in FY2003-04 and \$115,000 in FY2004-05.

In response to a question from Workman, Dunning said the center currently serves 70-75 individuals per day. She said the goal is to serve an additional 100 and to better serve the needs of the neighborhood.

Dunning noted that the neighborhood would like to see improvements to the building facade. She said she would prefer to see funds used to replace aging kitchen equipment.

The Board asked Dunning to check on actual meal costs and report back. It was also suggested that consideration be given to contracting out for the service.

7 INFRASTRUCTURE FINANCING STRATEGY - Steve Masters, City Public Works/Utilities; Allan Abbott, City Public Works/Utilities Director; Don Thomas, County Engineer; Mike DeKalb, Interim Planning Director; Steve Henrichsen, Planning Department

Steve Masters, City Public Works/Utilities, and Steve Henrichsen, Planning Department, gave a presentation on *Our Infrastructure Financing Strategy for Building Lincoln* (Exhibit E).

Henrichsen explained that impact fees are a one-time, pre-set fee, paid at the time of the building permit. He said their purpose is to facilitate and support new growth and said they may only be used for capital improvement costs. Henrichsen said if the money is not spent within a reasonable time period it is refunded.

Masters noted that impact fees will not generate much income for the first few years, due to credits for existing buildings.

Henrichsen said failure to implement an infrastructure financing strategy, including impact fees, to bring in more revenue will have an impact on the economy and may slow growth. He said utility rates will need to be increased substantially to address the gap in water and wastewater capital recovery if impact fees are not implemented.

In response to a question from Hudkins, Henrichsen said revenue bonds are part of the overall approach.

Allan Abbott, City Public Works/Utilities Director, said the amount of shortfall depends entirely on the speed of growth. He said the question is how much of the cost should be borne by the community and how much should be borne by the individual developer or landowner.

Board members expressed concern regarding the projected figure of \$6 per \$1,000 of fee on a 30 year loan for impact fees.

Stevens said it appears that it would be advantageous to build outside the city limits if one wished to avoid the impact fees.

Henrichsen said you would have to weigh the costs of the lot, well and septic system.

Stevens asked whether the cost could be added up-front to building permit fees, as an alternative.

Henrichsen said some communities use a development tax and said the use of those funds is more flexible.

In response to a question from Workman, Henrichsen said a real estate transfer tax was also looked at.

Campbell said the public needs to be educated that homeowners will pay the impact fees, not the developers.

RETURNING TO ITEM 2A

Hudkins asked whether the letters from providers were solicited by a member of the Board or the Human Services Administrator.

Kit Boesch, Human Services Administrator, appeared and explained that the letters were solicited by Doris Karloff, Region V Executive Committee Chair.

8 STREET NAME CHANGE NO. 02003 (RENAME DUTCH DRIVE AS STELLA MARIA AVENUE), GENERALLY LOCATED OFF SOUTH 14TH STREET BETWEEN BENNET AND WITTSTRUCK ROADS - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, reviewed Street Name Change No. 02003, a request to rename Dutch Drive, generally located off South 14th Street between Bennet and Wittstruck Roads as Stella Maria Avenue (Exhibit F).

The Chair exited the meeting at 11:23 a.m. and the Vice Chair assumed direction of the meeting.

9 EXECUTIVE SESSION (REAL ESTATE) - Don Killeen, County Property Manager

MOTION: Stevens moved and Hudkins seconded to enter Executive Session at 11:24 a.m. for discussion of real estate. Stevens, Hudkins, Heier and Campbell voted aye. Workman was absent from voting. Motion carried.

MOTION: Hudkins moved and Campbell seconded to exit Executive Session at 11:34 a.m. Stevens, Hudkins, Heier and Campbell voted aye. Workman was absent from voting. Motion carried.

10 ACTION ITEMS

- A. Agenda Items for Joint Meeting of Lincoln Public Schools/Lancaster County/City of Lincoln on Thursday, August 15, 2002 at 7:30 a.m. at Southwest High School, 7001 South 14th Street

None were stated.

- B. Recommendation from the Visitors Promotion Advisory Committee to Award up to \$1,000 from the Contingency Fund to International Pedal Pullers for an Event on August 4, 2002 (Dependent Upon Final Profit or Loss) (Exhibit G)

MOTION: Campbell moved and Hudkins seconded to authorize the award, up to \$1,000, contingent upon a showing of financial need. Campbell, Heier, Hudkins and Stevens voted aye. Workman was absent from voting. Motion carried.

C. License Renewal for Adams Street Center

MOTION: Stevens moved and Campbell seconded approval. Stevens, Hudkins, Heier and Campbell voted aye. Workman was absent from voting. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

A. Follow-Up on Letter to Peter Katt, Attorney for Steve Champoux, Regarding Change of Zone at 134th & "A" Street

Board consensus was to send a follow-up letter, with a copy of the Mayor's memorandum to the Board regarding acreage development policy within Lincoln's jurisdiction (Exhibit H).

B. Juvenile Detention Center Advisory Committee Appointments

The Board scheduled the appointments on the July 23, 2002 County Board of Commissioners Meeting agenda.

C. Letter from Steve Rowoldt, Chief Probation Officer in County Court Probation, Regarding Trabert Hall

The Board asked Don Killeen, County Property Manager, to check on the number of calls for security County Probation has had while located in the Old Federal Building. The Board also asked Killeen to meet with Steve Rowoldt, Chief Probation Officer in County Court Probation, to try to address the concerns listed in his letter.

D. Budget Freeze Update

Kerry Eagan, Chief Administrative Officer, reviewed requests for exemption from the freeze on hiring and certain expenditures from Public Defender (equipment), County Treasurer (computer software), Lancaster Manor (hiring), County Sheriff (computer software) and County Engineer (hiring).

Board consensus was to:

- * Public Defender (equipment) - Authorize printer purchase and deny Palm Pilot replacement
- * County Treasurer (computer software) - Authorize the request
- * Lancaster Manor (hiring) - Authorize the request
- * County Sheriff (computer software) - Request additional information

* County Engineer (hiring) - Authorize with the understanding that it may require cuts elsewhere in the budget

E. Letter from Terry Bundy, Lincoln Electric System Administrator, Regarding Outdoor Warning Siren Energy

Hudkins recommended that a similar request be made of Norris Public Power District.

F. Medical Expenses for Inmates Injured by Police

Eagan explained that Corrections is seeking direction on whether to pay \$5,800 in medical expenses for an inmate injured by the police. He said the County is obligated to pay the bills under terms of the interlocal agreement with the City for the jail, but said the language contradicts state statutes which state "if the police injure, the police pay".

MOTION: Campbell moved and Stevens seconded to authorize the cost through the regular channels of General Assistance and to ask the County Attorney to review options in terms of the interlocal agreement for the jail with the Board. Campbell, Heier, Hudkins and Stevens voted aye. Workman was absent from voting. Motion carried.

By direction of the Vice Chair, the meeting was recessed until 1:30 p.m.

Bruce Medcalf
County Clerk

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
MAYOR'S CONFERENCE ROOM
2ND FLOOR, COUNTY-CITY BUILDING
1:30 P.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Dave Kroeker, Budget and Fiscal Officer
Trish Owen, Deputy County Clerk
Gwen Thorpe, Deputy Chief Administrative Officer
Don Thomas, County Engineer

The staff meeting was reconvened at 1:33 p.m.

Commissioner Workman distributed copies of his budget notes (Exhibit 1).

Sheryl Schrepf, Executive Director of Families First and Foremost (F³), discussed the following:

- * Proceeding with new positions which are a result of two new contracts with the State of Nebraska, Department of Health and Human Services (HHS).
- * Request for an accounting specialist for bookkeeping and management of the two new contracts and the Federal grant.
- * Reduce expenditures under the grant funding by eliminating a position under F³. Schrepf stated approximately \$150,000 was expended for Intake Specialists (three positions) which was shared with the Juvenile Detention Center, however, F³ would no longer be able to fund the position because LB 640 funds were not received.
- * Eliminate the Training and Technical Assistance Coordinator.

Veteran's Service (803)

Kroeker stated no new money is needed in Veteran's Service. He stated he had projected budgeting \$9,000 in the Veteran's Aid Fund, however, it would not be needed.

Dental Self Insurance (959)

Board consensus to review at a later date.

Lancaster Manor (755)

Board consensus to hold for additional information.

Community Mental Health Center (784)

Kroeker referred to documentation submitted by the Community Mental Health Center showing a projected revenue of \$133,141 (Exhibit 2).

Board consensus to accept the reductions as proposed and to review further reductions after the Nebraska Legislature's Special Session if necessary.

Noxious Weed Control (733)

No adjustments.

County-City Property Management (649)

Board consensus to remove \$29,200 for a shed for the Juvenile Detention Center and request Dave Kroeker to review the budget with Don Killeen, Building Administrator.

Register of Deeds (604)

No adjustments.

County Extension (645)

Kroeker referred to page eight of budget documentation (Exhibit 3) distributed identifying reductions to the County Extension budget.

No further adjustments were made.

County Sheriff (651)

Kroeker referred to page ten of budget documentation (Exhibit 3) distributed identifying possible reductions to the Sheriff's budget.

Board consensus to 1) reduce weapons (011 628) by \$10,000; 2) deny the request for a van for transport of prisoners; 3) reduce vehicles (eliminate two cruisers and one investigator vehicle) (4201) by \$66,750 and 4) allow no credit for aircraft in addition to the reductions identified in Exhibit 3.

Kroeker briefly reviewed the following contained in Exhibit 3:

- * General Government Other (612) (Page 3)
- * Keno Fund Fiscal Year 2003 Proposed Budget (Page 5)

Corrections (671)

Kroeker reported that Mike Thurber, Corrections Director, had agreed to \$54,710 in reductions as shown on page seven of Exhibit 3 (Items 11, 12, 15, 16, 18, 21, 22, 23 and 25).

Board consensus to accept budget reductions totaling \$54,710 for the Corrections Department.

Lancaster Manor (Indirect) (755)

Board to consensus to hold Lancaster Manor (Indirect) until after the Nebraska Legislature's Special Session.

Interlocal Agreements

Campbell suggested that interlocal agreements be discussed after the Nebraska Legislature's Special Session.

Lincoln Action Program - Rural Program (LAP) and Rural Enterprise Assistance Program (REAP)

Board consensus to discontinue the LAP Rural Program (\$36,395) and to discuss the Rural Enterprise Assistance Program (REAP) at a staff meeting.

Cost of New and Unfilled Positions (Exhibit 4)

County Clerk

Board consensus to fund a position for maintaining the county wide fixed asset system through Keno funds for the first year.

County Assessor

The Chief Administrative Deputy was previously budgeted for.

Election Commissioner

No change.

Administrative Services

Discussion took place regarding a Clerk Typist position. No decision was made pending further information.

District Court

Board consensus to deny the request for an increase in law clerks from 2.4 to 3.0.

Public Defender

Board consensus to deny the request for an additional attorney position.

Sheriff

Kroeker briefly discussed documentation distributed regarding overtime expenses in the Sheriff's Office (Exhibit 5).

Board consensus to hold for additional information.

County Attorney

Board consensus to deny the request for an additional attorney and a secretary.

Corrections

Board consensus not to add any employees.

Juvenile Detention

Kroeker noted that Juvenile Detention Center has withdrawn their requests.

Families First and Foremost

It was noted that Sheryl Schrepf, Executive Director of Families First and Foremost, would be reworking their budget.

Building Fund Budget

Kroeker referred to the Building Fund Budget and noted he would need to increase the funds for Trabert Hall (painting, carpeting and brick work) by an additional \$130,000.

Expenditures for Travel, Memberships, Books and Subscriptions and Tuition

Campbell suggested the creation of a fund similar to the Microcomputer Fund for a one year period which would require departments to present a travel plan and request to the Budget and Fiscal Officer with final approval by the County Board.

Board consensus to hold for further review.

Campbell requested that discussion regarding capital improvements and the Keno list be held for the next budget work session.

Management Raises/Full-Time Employees

Discussion was held regarding staffing levels.

Campbell suggested that Georgia Glass, Personnel Director, attend the budget work session on Thursday, July 25, 2002 for her input regarding staffing levels.

ADJOURNMENT:

MOTION: Hudkins moved and Stevens seconded adjournment of the Staff Meeting at 5:40 p.m. Campbell, Stevens, Heier, Hudkins and Workman voted aye. Motion carried.

Bruce Medcalf
County Clerk